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**RECORDS PRODUCTION AND COPYING POLICY FOR
KINGS POINT PROPERTY OWNERS ASSOCIATION, INC.**

KINGS POINT PROPERTY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation and Texas Property Owners' Association has adopted the following Policy for Record Production and Copying and hereby records this document as allowed by Section 209.005 of the Texas Property Code. The Association will charge the following costs for the compilation, production, and reproduction of its information requested by an owner:

Copy Charge.

(1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

(2) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

- (A) Diskette--\$1.00;
- (B) Magnetic tape--actual cost
- (C) Data cartridge--actual cost;
- (D) Tape cartridge--actual cost;
- (E) Rewritable CD (CD-RW)--\$1.00;
- (F) Non-rewritable CD (CD-R)--\$1.00;
- (G) Digital video disc (DVD)--\$3.00;
- (H) JAZ drive--actual cost;
- (I) Other electronic media--actual cost;
- (J) VHS video cassette--\$2.50;
- (K) Audio cassette--\$1.00;
- (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper--\$0.50;
- (M) Specialty paper (e.g.: Mylar, blueprint, blueprint, map, photographic--actual cost).

Labor Charge for Programming.

If a particular request requires the services of a programmer in order to execute an existing program so that requested information may be accessed and copied, the association may charge for the programmer's time. The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.

Labor Charge for Locating, Compiling, Manipulating Data, and Reproducing Information.

(1) The charge for labor costs incurred in processing a request for information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in a remote storage facility.

(3) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the information. A

labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages.

Remote Document Retrieval Charge.

Due to limited on-site capacity of storage documents, it may become necessary to store information that is not in current use in remote storage locations. Every effort will be made by the association to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under this policy.

Miscellaneous Supplies.

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for information.

Postal and Shipping Charges.

The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

These charges are subject to periodic reevaluation and update.

The Association will provide to the owner an estimate for the costs using amounts prescribed in this policy before incurring any fees or expenses hereunder.

The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30th business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Association before the 30th business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.

Resale Certificate.

The Association is authorized to charge the purchaser of a lot within Kings Point a fee of \$50.00 for issuing a resale certificate as allowed by Chapter 207 of the Texas Property Code.

This policy may be amended from time to time by the Board of Directors.

KINGS POINT PROPERTY OWNERS ASSOCIATION, INC.
A Texas Non-Profit Corporation

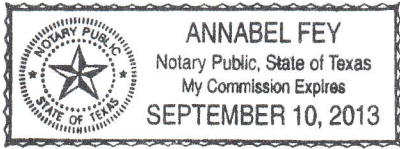
By: Darryl G. Stegemoller
Darryl G. Stegemoller
President

Attest:

By: Charlotte Henley
Charlotte Henley
Secretary

THE STATE OF TEXAS §
§
COUNTY OF COMAL §

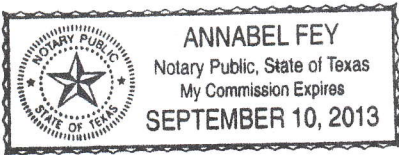
This instrument was acknowledged before me this 2nd day of October 2011, by Darryl G. Stegemoller, President of the Kings Point Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Annabel Fey
Notary Public, State of Texas

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This instrument was acknowledged before me this 2nd day of October 2011, by Charlotte Henley, Secretary of the Board of Directors of the Kings Point Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Annabel Fey
Notary Public, State of Texas

After Filing Return to:

Charlotte Henley
Secretary/Treasurer
Kings Point Property Owners Association, Inc.
1228 Kings Point Drive
Canyon Lake, Texas 78133

Filed and Recorded
Official Public Records
Joy Streater, County Clerk
Comal County, Texas
10/06/2011 10:27:12 AM
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Joy Streater